

NOTICE OF COLLECTION OF PERSONAL INFORMATION

Collection And Use of Personal Information. The Bureau for Private Postsecondary and Vocational Education (Bureau) of the Department of Consumer Affairs collects the personal information requested on this form as authorized by California Education Code Sections 94808, 94861, 94862 and Title 5, California Code of Regulations, Sections 71900 and 73850. The Bureau uses this information principally to identify and evaluate applicants for licensure, issue licenses, and enforce licensing standards set by law and regulation.

Mandatory Submission. Submission of the requested information is mandatory. Institutions are required to report this information annually to remain in compliance with Education Code Sections 94808 and 94861.

Access to Personal Information. You may review the records maintained by the Bureau that contains your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code Section 6250 and following), as allowed by the Information Practices Act (Civil Code Section 1798 and following);
- To another governmental agency as required by state or federal law; or
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information. For questions about this notice or access to your records, you may contact the Communications and Public Records Act Coordinator for the Bureau for Private Postsecondary and Vocational Education, in writing, at P.O. Box 980818, West Sacramento, CA 95798-0818, or by calling (916) 574-7720, or by visiting the Bureau's Web site at www.bppve.ca.gov.